



Job Title	Engineering Specialist	FLSA Status	Exempt
Band	PRO	Probationary Period	12 Months
Zone	4	Job Code	12649

Class Specification – Engineering Specialist

Summary Statement:

The purpose of this position is to perform a variety of specialized paraprofessional engineering field research, report writing, file maintenance, public relations, and office administrative duties for professional engineering staff and departmental management; receives and responds to complaints; performs studies and prepares reports; researches engineering topics, prepares basic engineering calculations; maintains engineering records; performs field observations and surveys; and updates maps and drawings, and performs related work as required.

Essential Functions	Note: Regular and predictable attendance is an essential function in the performance of this job.
Time % (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
40%	Performs specialized paraprofessional technical engineering work which may involve plan and permit review, preparing and revising maps, and standard details; conducting basic engineering studies and research; maintains websites and computer-assisted engineering programs; and manages and coordinates City-wide programs and maintains engineering files and maps. Responds to complaints, requests and concerns, including answering questions directly and over the telephone; and takes action in responding to inquiries and complaints, following established guidelines, policies, and procedures.
30%	Performs field, office, and computer-aided studies; performs field work such as conducting observations; reviews other documentation and takes measurements, researches records, and other data used to compile information for decision making. Prepares periodic and special reports based on findings from research, studies, and surveys; makes recommendations based on findings; and drafts ordinances and resolutions and submits for approval. Maintains engineering files, including plans, studies, inspections, surveys, maps, and other data related to engineering and projects; updates traffic maps and engineering drawings and other information recorded in GIS.
30%	Coordinates and conducts meetings with constituents to identify issues and develop suggestions for resolution to problems; and gives presentations and participates in regular staff and advisory committee meetings. Processes encroachment permits involving plan review to ensure compliance with City policy, codes and regulations, fee calculation, communications with contractors, residents, inspectors, and building department staff. Receives and responds to requests from developers, contractors, private engineers, title companies, real estate brokers, and others for base maps,



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	property line information, encroachment permits, benchmarks, copies of maps, confirming street information, and other geographical data. Prepares and updates maps on GIS; and drafts maps and standard drawings using specialized software.
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Competencies Required:

Human Collaboration Skills: Decisions regarding interpretation of policies may be made. Contact may involve support of controversial positions or the negotiation of sensitive issues or important presentations. Contacts may involve stressful, negative interactions with the public requiring high levels of tact and the ability to respond to aggressive interpersonal interactions.

Reading: Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.

Math: Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

Writing: Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

Technical Skills Required:

Skilled in a Technical Field: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.

Relevant Background and Formal Education: Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

Education:

Bachelor's degree from an accredited college or university with major coursework in Biology, Environmental/Natural Sciences, Environmental/Civil Engineering, or a related field.

Experience: Three years of full-time experience in construction, engineering, program administration, or related field.

Certifications and Licenses: Must possess or be able to acquire the following certifications and/or licenses.

Certifications required in accordance with standards



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established by departmental policy.	
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Supervision Exercised:

Requires the occasional direction of volunteers, helpers, assistants, seasonal employees, interns, or temporary employees.

Supervision Received:

Receives Limited Direction: This job title normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. Special projects are managed with little oversight and assignments may be reviewed upon completion. Performance reviewed periodically.

Fiscal Responsibility:

This job title prepares accounting, budget, employment actions, purchasing documents; and does research to justify language used in documents for a unit of division of a department.

Physical Demands:

Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.

Environmental Conditions	Frequency
Primary Work Environment	Office and Outdoors
Extreme Temperature	Several Times per Week
Wetness and Humidity	Several Times per Month
Respiratory Hazards	Never
Noise and Vibrations ⁴	Never
Physical Hazards	Never
Mechanical and/or Electrical Hazards	Never
Exposure to Communicable Diseases	Rarely

Machines, Tools, Equipment, and Work Aids: Computer, printer, copier, telephone, and standard office equipment.

Specialized Computer Equipment and Software: Microsoft Office and GIS software.

The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.

Original date: January 2016